

ADMINISTRATIVE INTERNAL USE ONLY

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MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Administrative Officer, DCI

FROM: James H. McDonald
Acting Deputy Director for Administration

SUBJECT: Update on The Records Information System (TRIS)

REFERENCE: DDA Memo dtd 2 May 1985, Subj: TRIS

1. About six months ago, we reminded you that TRIS, a new Agency-wide automated document control system was scheduled to attain Initial Operating Capability in August. I am pleased to report that TRIS became operational on 26 August, and a subsystem, the Top Secret Control Automated Data System (TSCADS) was made available to authorized users on that date. Training of component personnel in a second subsystem, the Codeword/Collateral Document Control System (CDOCS), is now complete and this subsystem is also available to authorized users.

2. TRIS will provide the capability for enhanced document control to all Agency users. The system allows for improved document retrieval, inventory control, and personal accountability on a component and Agency-wide basis. It will also enable components to share certain information about a controlled document with other holders of that document. This capability should reduce the amount of redundant information that is being recorded about the same documents throughout the Agency. Components will also benefit greatly from the system's capability to facilitate the retirement or destruction of records that are currently stored in valuable office space.

3. All Agency Top Secret Control Officers are now using TSCADS to control Top Secret collateral documents. In view of the considerable benefits to be derived from using CDOCS, Agency components should begin using this element of TRIS as soon as possible. Several components plan to begin using the CDOCS portion of TRIS on 1 October 1985, and we encourage others to follow their lead. With general use of TRIS, all participants will derive maximum benefit from the system's capabilities.

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STAT 4. Components wanting additional information about TRIS and its subsystems should contact the Information Technology Branch, Office of Information Services, extension [redacted]

/s/ James H. McDonald

James H. McDonald

STAT DDA/OIS/IRMD [redacted]

23 September 1985

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